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ABSTRACT

The North Dakota State Library Commission defines the public library as an agency devoted to informal education, permitting an individual to study any subject at any time, to start at any degree of difficulty, proceed at his own pace, work toward a self-determined goal, free of costs and with minimum institutional restrictions. The State Plan devised to enable the North Dakota Public Libraries to fulfill this definition is presented in six sections: (1) general provisions of the plan; (2) public library services, Title I; (3) Public Library Construction, Title II; (4) interlibrary cooperation, Title III; (5) state institutional library services, Title IV, Part A, and (6) library services to the physically handicapped, Title IV, Part B. Appended are: (1) North Dakota Public Library Standards, 1970; (2) application for a subsidy for undergraduate work in library science; (3) application for a study grant to obtain a Master's Degree in library science; (4) State Library Commission Administrative Chart; (5) construction project application; (6) State-Federal requirements for participation in LSCA Title II, Public Library Construction; and (7) outline for building program statement. (NH)

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NORTH DAKOTA STATE PLAN FOR LIBRARY PROGRAMS

UNDER THE

LIBRARY SERVICES AND CONSTRUCTION ACT, AS AMENDED

State Library Commission
Bismarck, North Dakota 58501

March 1, 1970

LI 002 147

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LSCA

Plan Section Number 1.0

State North Dakota

Fiscal Year 1970

1.0 General provisions.

1.1 State agency.

1.11 Name of State agency. The state agency which will be the sole agency for administering the state plan for the administration of the Library Services and Construction Act funds is the State Library Commission.

1.12 Official title of officer. The Secretary and Director of the State Library Commission is the authorized official to submit the plan and amendments thereto.

1.13 Authority to administer and supervise. The State Library Commission is the state agency responsible for the administration and supervision of the administration of all activities carried out under the state plan for library services and construction.

The legal authority for administration and supervision is contained in the following excerpts from the North Dakota Century Code.

54-24-01. "The Director of Institutions shall constitute the state library commission. The Director of Institutions shall appoint an executive officer to be known as the secretary and director of the library commission. The secretary shall have control of the work and shall be director of library extension."

54-24-03.1. "The state library commission is hereby commissioned to accept and to expend in accordance with the terms thereof any grant of federal funds which may become available to the state for library purposes. For the purpose of qualifying to receive such grants, the state library commission is authorized to make such applications and reports as may be required by the federal government as a condition thereto."

1.13 (Continued)

54-24-08. "The state library commission is hereby authorized and empowered to cooperate with, and to contract with municipalities, governmental subdivisions and agencies of the state of North Dakota and other states of the United States, in the extension of library services."

54-24-03. "The state library commission shall:

1. Make rules and regulations according to which the business of the state library commission shall be done; ...

5. Promote and assist by counsel and encouragement the formation of libraries and the improvement of those already established, in keeping with state and national standards, and be available to librarians and trustees of libraries in the state for assistance in organization, maintenance, or administration of the libraries;

6. Coordinate the efforts of librarianship throughout the state, advising and assisting the extension of qualified public libraries into centers of county or regional (multi-county) libraries; ...

10. Conduct, or arrange to have conducted, research into the conditions of library service in the state and produce written plans for the development of such service."

1.14 Programs under plan. The state plan for library development relates to all titles under the Library Services and Construction Act, as amended.

LSCA

Plan Section Number 1.15

State North Dakota

Fiscal Year 1970

1.15 Coordination. The State Library Commission will coordinate services through written directives, contracts, and periodic visits to librarians and trustees in areas participating in the various Title programs.

IV B, and the Advisory Council on Libraries appointed by the Governor meets periodically to review plans and programs pertaining to the State Library and to statewide library service and development, and also functions as the Title III advisory council.

Contracts between the State Library Commission and the local agencies will be formulated to conform to the type of service to be given under the various LSCA Titles.

Local agencies, such as municipal, county, or regional boards, upon application for use of funds will, if approved by the State Library Commission, use LSCA funds in their respective areas according to the terms of the contract.

The State Library Commission will supervise such use of funds by visits from authorized staff members, and will request periodic reports as well as a final report of expenditures and services from the local agency.

1.2 Free Library services. All library services furnished under any of the state and federal programs shall be made available free of charge to individual users of such services under the regulations as may be made by the state library agency.

LSCA

Plan Section Number 1.3

State North Dakota

Fiscal Year 1970

1.3 Organization. The units of the state library agency involved in the state plan are as follows:

The administrative section. The secretary and director of the state library agency is the executive officer and has charge of the work of the State Library and the library development programs throughout the state receiving aid from the federal funds. This administrative staff consists of a secretary, a business manager, and an administrative assistant.

The reference section. Reference service is provided to all libraries within the state, to individuals without any or inadequate public library service and to personnel of the state government to improve their understanding and effectiveness in carrying out their assigned tasks. A collection of professional library materials is provided to facilitate the continuing education of librarians and trustees throughout the state.

Union Catalog section. The Union Catalog is the apex of the statewide interlibrary loan network and is the bibliographic center to facilitate the effective and economical use of existing resources in and out of state via mail, telephone, teletype, radio, and other means as developed.

Technical Services section. The acquisition and organization of library materials are performed in the technical services section. The acquisitions unit orders and receives the library materials; the catalog unit organizes the materials into a standard system; the processing unit physically prepares the materials. The state document unit acquires state documents and distributes copies to designated depository libraries.

Field Services section. This section provides consultant service to libraries and library trustees whereby libraries may increase and improve their services; provides training situations such as institutes, workshops, and meetings to encourage more effective utilization of personnel and materials, and supervision of activities funded by LSCA.

Lending Services section. Loans of library materials are made to individuals and libraries according to rules specified by the library commission.

1.4 Personnel.

1.41 Qualifications. The Director of the State Library Commission shall be a professional librarian with a master's degree from an accredited graduate library school. Section heads of the state library agency shall have appropriate education and experience as determined by the Director of the State Library Agency. Librarians who are administrators of library programs under the State plan must be professional librarians with a fifth year degree or under direct supervision of a professional librarian.

1.42 Providing Educational Opportunities. The State library agency considers that the provision of educational opportunities for library personnel contributes to the continuing development of quality library service in North Dakota. Opportunities are offered at the professional, administrative, paraprofessional, and clerical levels. On-the-job training includes field visits of library consultants; workshops and institutes at the planning, organization, and administrative stages; encouraging working librarians to attend credit and non-credit library courses to aid in library service. Graduate and undergraduate programs are supported through study grants to qualified applicants who contract with the State Library Commission to work in a North Dakota public library upon graduation. Should the contract be broken, funds so returned will be properly credited to the federal government.

1.5 Custody of funds.

1.51 Receipt and safeguarding of Federal funds. The State Treasurer, Capitol Building, Bismarck, North Dakota, shall receive and safeguard all federal funds granted to the State Library Commission.

1.52 Use of Federal funds. All federal funds received under the state plan will be expended solely for the purposes granted. Any funds not so expended, including funds lost or diverted to other purposes, shall be paid to the U. S. Office of Education.

1.6 Disbursement of funds.

1.61 Basis of disbursement of funds. The libraries participating in the state plan may receive either a reimbursement for actual expenditures already made or an advance prior to the expenditure or both, as may be necessary to promote library improvement and are subject to the conditions and requirements prescribed by the North Dakota State Library Commission.

1.62 Title of disbursing officer. The Secretary and Director of the State Library Commission is the officer who has the authority to approve the disbursement of any funds under the approved State plan.

1.7 State fiscal control and accounting procedures.

1.71 Description. The biennial budget for state and the annual budget for federal funds to be used for library services as submitted by the director of the State Library Commission must be approved by the State Director of Institutions, the State Planning Agency and the appropriate federal office before any funds may be disbursed. The Department of Accounts and Purchases and the State Treasurer each will keep a record of the amounts disbursed and the balance on hand. Participating agencies in the state plan must have the approval of the State Library Commission for the use of federal funds. There shall be a written agreement stating the terms of approval. Audits will be required of local agencies to confirm the use of funds as per agreement. State records are verified by a state examiner annually.

1.72 Accounting basis and authority. A cash accounting basis will be used for state and federal funds. State funds must be used within one month following the biennial period for which they were appropriated. Any balance at that time reverts to the general fund. State departments are required to retain one fourth of the biennial appropriation for the last quarter of the biennial period.

1.73 Assurance of adequacy of records. The accounts and supporting documents of the State Library Commission and local participating entities relating to the program expenditures involving federal financial participation will be adequate to permit an accurate and expeditious audit.

1.74 Location and availability of records. Official accounts and records will be maintained at the State Library Commission, Bismarck, which will show receipts and expenditures of federal and matching funds under the approved State plan for each title and subpart of the Act. Fiscal documents verifying the information shown in the state accounts will be on file at the Department of Accounts and Purchases and the office of the State Treasurer, Capitol Building, Bismarck, North Dakota. All records will be available for program review and audit.

1.75 Audit of expenditures.

State audit of State accounts. The accounts of the State Library Commission are audited by the State Auditor. These audits will be made each year and copies of such audits will be available in the office of the State Library Commission.

Audit of participating agencies' accounts. The accounts of the participating agencies will be audited by the State Examiner or by an independent certified public accountant, or independent licensed public accountant, certified or licensed by a regulatory authority of the State otherwise designated to perform the audit. These audits will be made at least once a year, and copies of such audits will be available in the office of the State Library Commission.

1.76 Fiscal control and accounting procedures. Federal funds for construction projects approved by the State Library Commission are contracted through that agency with the local library board on an obligation basis. The treasurer of the municipality or other political subdivision is the ex-officio treasurer of the library board and is empowered to disburse all funds and securities invested in said board (N. D. Century Code 40-38-08). Disbursements by county officials are controlled by N. D. Century Code, Chapter 11-13; and the disbursements by municipal officials are controlled by N. D. Century Code, Chapter 40-16.

An audit by a certified public accountant will be made at the completion of each project prior to the final payment of federal funds.

1.8 Reports.

The State Library Commission will make and submit to the Commissioner of Education reports as described in 130.89 of the Regulations, and will maintain records in support thereof as required under 130.85 of the Regulations.

1.9 Amendment.

The North Dakota state plan will be amended to reflect any material changes in the library programs provided for by such plan, any changes in pertinent State law, or any changes in the organization of, operation of, or policies and methods of administration to be followed by the State agency. Any amendments will be submitted and certified in the same manner as the State plan.

2.0 Public Library Services, Title I.

2.1 Policies, Methods, and Purposes.

2.11 Policies and Purposes. It is the primary purpose of the State Library Commission to use the Library Services and Construction Act Funds as will in its judgment serve to achieve adequate library service to all citizens of the state. It will encourage local initiative and wide citizen participation in library development. It will encourage maximum local financial support and increased State financial responsibility. Through its field services staff it will assist in the organization of improved library service and in the formation of library systems which will eventually provide comprehensive library services to the total population. Such systems may vary in internal organization, but will be based upon existing strength. Standards for public libraries and library systems are determined by the State Library Commission. Areas without public library service are those political subdivisions without legal access to a public library and areas with inadequate service as those areas served by libraries which do not meet the standards set by the State Library Commission.

LSCA

Plan section number 2.12

State North Dakota

Fiscal Year 1970

2.12 Methods. The State Library Commission has responsibility for the extension and improvement of library services throughout the state. An annual plan will be submitted which will specify activities and costs under the Act. Such activities will be based upon an approved plan and a written agreement with the State Library Commission. This plan will assure local matching funds, involvement of local librarians and library boards, reporting of categories of expenditures and programs of in-service training. Supervision by the State Library Commission will assure that funds under the Act are used as stated in the plan. Funds available under the Act will be used to support services within the following programs:

1. Strengthening the services of the State Library Commission to libraries. Effective implementation of the Act is dependent upon adequate personnel and materials at the State level.

   a. Materials resources will be maintained to support the programs of the State Library Commission.

   b. The State Library Commission will encourage and supervise cooperative activities, in-service training, audiovisual services, reference and interloan services, and other services of direct benefit to public libraries.

   c. To properly administer Title I activities under the Act, each annual plan will include provisions for necessary personnel and related costs.

2.12 (Continued)

2. Educational or Training Programs. The State library agency, in cooperation with library schools and library leaders throughout the State, initiate, plan, participate in, and evaluate educational programs. These include workshops and institutes; extension courses for clerical and nonprofessional workers; courses and conferences sponsored by library schools. When advisable, speakers, discussion leaders and resource people are engaged.

   Tuition and material grants may be given to nonprofessional librarians who, through work in a North Dakota library, have proved their interest and ability to make effective use of introductory courses in library science. Study grants for library school special courses and conferences may be given to outstanding professional librarians preparing for expanded library services in their community. Study grants to attend an accredited library school may be given to carefully selected college graduates who agree, upon graduation, to work at least two years in a North Dakota public library.

3. Strengthening public library resources. To attain the standards for public library development, an effort will be made to build up the resources of public libraries on a regional and statewide basis.

4. Surveying and studying public library conditions. Funds may be used as appropriate, to conduct and publish surveys and studies for the benefit of librarians and the statewide program of library development.

5. Establishment and developing public library systems. A portion of the funds under this Act will be directed toward the establishment, supervision, development, and maintenance of public library systems with overall objective of effecting a statewide network of public library service. Methods of establishing and developing library systems may vary in recognition of local conditions and needs. Each system shall meet standards as set by the State Library Commission.

2.12 (Continued)

6. Strengthening library materials and services to the disadvantaged, migrant, handicapped, and other special segments of the community. A portion of the funds under this Act may be made available for city, county, area, or statewide library systems to develop a library program which would reach out to these segments of the community.

LSCA

Plan section number 2.2

State North Dakota

Fiscal Year 1970

2.2 Priorities and criteria for improving public library services.

2.21 Priorities. The highest priority shall be assigned to strengthening the State Library to serve citizens through local libraries and regional library systems, with library resources not available locally or regionally so that all the people of the state shall have access to the full range of reference and educational materials. The State Library is responsible for planning, coordination, and statewide library development.
Additional priorities:

1. Designating points of library strength of varying degrees and types at various locations throughout the state and which shall be supported in whole or in part, by resource grants from the State Library. State Standards of measurement (materials, staff, space, services) must be met or have the potential of being met in a reasonable period of time.

2. Provision of access to these points of library strength for all citizens of the state and which shall be supported by service grants from the State Library. Each library participating in the State plan must be a participant in the statewide interlibrary cooperation network and of the system in the region.

3. Provision of the extension of service from these points of library strength to areas of the state which have no or inadequate library service. This extension of service may be by direct mail, bookmobile, stations or branches, or by other means. Such extension of service shall be funded by local appropriations by participating local governments to which local library service has been extended and/or by State Library grants.

4. Educational or training programs, such as workshops, and study grants.

5. Surveying and studying library conditions and the publication of reports.

LSCA

Plan section number 2.2

State North Dakota

Fiscal Year 1970

2.22 Criteria.

The following criteria will be applied to all applications:

1. Meeting North Dakota Century Code requirements regarding the establishment and maintenance of public libraries (NDCC 40-38-01-09)

2. Have submitted an annual report for the previous fiscal year to the State Library Commission on forms so designated.

3. Meeting or potential of meeting the North Dakota Public Library Standards set by the State Library Commission.

4. Levying maximum local mill levy permitted by state law.

5. Evidence that the applicant library serves its whole community and that direct service to schools in the form of bookmobile visits or deposits of classroom book collections does not exceed 25 percent of the library's total service.

6. Whether present funds are used economically and efficiently.

7. Whether the applicant library plans to use the grant to supplement or a substitute for local support.

8. Whether the applicant library provides free and prompt interlibrary loan service for the patrons with a regional or state library.

9. Evidence of planning for participation in a regional library system and a willingness to contract with other libraries for cooperative services.

10. Those further criteria will be applied which would be indicated by the direct knowledge and experience of the Director of the State Library for the particular application.

LSCA

Plan Section Number 3.0

State North Dakota

Fiscal Year 1970

3.0 Public library construction, Title II.

3.1 Criteria, priorities and procedures.

3.11 Criteria.

The criteria to be applied to applications for construction of a new building, addition to and/or remodeling of an existing public library building, or acquisition and/or remodeling of an existing building to be used as a public library to determine eligibility are as follows:

a) The existing library facility must be inadequate as defined by the North Dakota Public Library Standards.

b) The proposed library facility must be adequate as defined by the North Dakota Public Library Standards.

c) The applicant public library must be established, governed, and maintained and receive at least 75% of its support from public revenues, and providing free service to residents of a community, district, or region without discrimination according to the North Dakota Century Code 40-38-01-09.

d) Applications for the joint construction of library facilities by public, school, academic, or vocational library governing bodies will be accepted and reviewed by the same criteria as set forth in this section. LSCA funds will be awarded only in proportion to the space devoted to public library service. If federal funds other than LSCA are involved, joint review of the application with the proper administrative agencies will be held.

e) The proposed library facility must be located and planned so as to have a potential for service to an area larger than the present service area unless their service area is deemed adequate by the State Library Commission.

f) The governing body of the library must have plans for the extension of or cooperation in services to areas outside their present tax supported areas if deemed necessary by the State Library Commission.

3.11 (Continued)

g) Professional librarians with a 5th year degree or its equivalent from an accredited library school must function as administrative and technical staff of the proposed facility, or there must be available to the governing body, the services of such librarians for consultant services.

h) The program to be offered in the proposed facility must be planned to reach the North Dakota Public Library Standards.

i) The proposed facility must be designed to permit easy access by the physically handicapped.

j) The site for the facility must be free from the hazard of flood.

3.12 Priorities.

The priorities to be assigned to eligible applicants to determine those who shall receive grants are as follows:

a) The state library agency.

b) Those communities which have local matching funds on hand and which serve as a center in a regional system of libraries.

c) Those communities which have local matching funds on hand and which serve as a participating unit in a regional system of libraries receiving service from a center for a regional system of libraries.

d) Those communities which have local matching funds on hand and which have an inadequate or no public library.

The construction of a new public library facility or the addition to an existing public library facility shall have priority over the remodeling of an existing public library facility.

The remodeling of an existing public library facility shall have priority over the purchase and remodeling of an existing facility to be used as a public library.

The acquisition of an existing building to be used for a public library shall be considered only if the criteria as set forth in the State Plan is met.

LSCA

Plan Section Number 3.13

State North Dakota

Fiscal Year 1970

3.13 Procedures.

The procedures for administering criteria and priorities are as follows:

a) Announcement of the availability of the Public Library Construction funds.

b) Mailing of application forms by the state library agency and setting a deadline for their return.

c) Determination of priorities based on criteria and information contained in applications.

d) A written building program shall be submitted with applications.

e) Review and approval of applications by the State Library Commission.

f) Reassignment of Public Library Construction funds if approved projects fail to materialize.

g) Acceptance and use of Public Library Construction fund reallocations for additional projects if same become available.

h) An opportunity for a fair hearing shall be communicated to each local public library board or other public agency whose application for Public Library Construction funds has been denied. Such communication shall be in writing and mailed no later than three (3) days following the time at which the decision is reached. All requests for fair hearings shall be made in writing to the State Librarian within ten (10) days following notification of the decision made on the application.

i) The local public library board or other public agency shall engage the services of a registered architect.

j) The State Librarian, with the advice of the State Architect, shall review and approve specifications and plans.

3.13 (Continued)

k) Before a project is advertised for bid, the State Librarian shall review bid documents for required inclusion of wage determination and compliance with federal wage and non-discrimination regulations.

1) Construction contracts shall be entered into within twelve (12) months following the State Librarian's approval of projects and completed within twenty-four (24) months after the start of construction.

m) Construction work shall be performed by lump sum (fixed price) contract.

n) Adequate methods of obtaining competitive bidding shall be employed prior to the awarding of construction contracts.

o) An existing facility shall be examined by a registered architect and/or a structural engineer to determine its structural soundness.

p) Projects shall be audited by a certified public or licensed municipal accountant.

q) Payments on projects in which the federal share is $10,000 or more shall be scheduled as follows: 30% of total grant at time of groundbreaking or initial construction; 30% of total grant at time project is 50% completed; 30% of total grant at time project is 100% completed; 10% of total grant at time the final audit of funds is approved by the State Librarian.

r) Payments on projects in which the federal share is less than $10,000 shall be scheduled as follows: 90% of total grant at time of groundbreaking or initial construction; 10% of total grant at time the final audit of funds is approved by the State Librarian.

3.2 Opportunity for State hearing.

The State agency assures that every local public library board or other public agency whose application for Public Library Construction funds under the State plan has been denied shall be given an opportunity for a fair hearing before the State Library Commission and the State Librarian.

LSCA

Plan Section 3.3

State North Dakota

Fiscal Year 1970

3.3 Davis-Bacon Act and Contract Work Hours Standards Act.

The State agency assures that, as required by section 203 (1) (4) of the Act, all laborers and mechanics employed by contractors or subcontractors on all construction projects assisted under the Act shall be paid wages at rates not less than those prevailing on similar construction in the locality, as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended, and shall receive overtime compensation in accordance with and subject to the provisions of the Contract Work Hours Standards Act.

LSCA

Plan Section 4.0

State North Dakota

Fiscal Year 1970

4.0 Interlibrary Cooperation - Title III.

Following are the policies and objectives which will in the judgment of the State Library Commission, assure the use of funds of maximum advantage for the systematic and effective coordination of the resources of school, public, academic, and special libraries and other special information centers for improved services of a supplementary nature to the special clientele (users) served by each type of library or center.

4.1 Objectives and Policies.

4.11 Objectives. The objective of the plan is that all libraries, (state, public, special, school, vocational and technical institutes, college and university libraries) provide primary service to the clientele of their own libraries and supplement and strengthen each other's service insofar as practicle.

4.12 Policies. The State Library Commission believes that all library resources in the state should be interrelated to the end that all kinds of libraries are fully utilized to make it possible for all North Dakota residents to have the opportunity to obtain the services needed. The State Library Commission subscribes to the principle that the primary library service to the clientele of each kind of library is the responsibility of its appropriate agency.

4.13 Ineligibility. There are no libraries ineligible under the law to participate within a system or network of libraries.

LSCA

Plan Section 4.14

State North Dakota

Fiscal Year 1970

4.14 Activities.

a. North Dakota Statewide Interlibrary Loan Network.

1. The State Library is the keystone library in the North Dakota statewide interlibrary loan network. The State Library serves as a supplementary resource for all the state's libraries and as an agent of the state's libraries in borrowing from libraries throughout the state and other areas. The maintenance and improvement of the Union Catalog in the State Library is the primary resource for this activity.

2. Communication among the participating libraries is accomplished now by WATS and CATS (telephone service) and is initiated at regular intervals by the State Library. Future means of communication may include radio, teletype, and facsimile.

3. Sharing of resources among the participating libraries is funded by the State Library by service grants.

b. Regional library service centers.
By executive order of the Governor, the State is divided into eight regions on the basis of a regional city center toward which the public moves as it seeks such services as marketing, education, health needs, recreation, repairs, etc.

Library service is one of the services which can be provided on a regional basis with the headquarters in the central city and extension service in smaller communities and rural areas.

1. Regional library planning and coordination of all types of library service within each designated region of the state and on a state-wide basis will be provided.

2. Regional library service to all types of libraries, which may include interlibrary loans, reference-information service, photocopy service, films, in-service training, consultant service, etc. will be provided.

c. Update and extend information on library resources.

d. Educational conferences and workshops which will increase the understanding of the distinctive role each library has to its own clientele and its role as a supplementary resource to the clientele of other types of libraries.

LSCA

Plan Section 4.2

State North Dakota

Fiscal Year 1970

4.2 Interstate library cooperation. North Dakota is not presently participating in any interstate cooperation plan but it has an interstate compact law which will allow library cooperation with any other state having a similar compact, which Minnesota now has. The policies and procedures of the state for approval of and participation in such arrangements are contained in the Interstate Compact Law. Fiscal arrangements will be advanced when and if interstate plans are developed.

4.3 Allocation of costs and accounting.

4.31 Allocation of costs. Participating libraries will determine the cost of the several services provided in their institutions which may be used as the basis of determining the proportionate share of matching funds. The local matching funds may be pooled which, together with earned federal funds, may be used to establish a service center either at the State Library or under the authorization of the State Library Commission at another situation as it is deemed feasible to perform services in the area of the project or area designated by the State Library.

4.32. Accounting responsibility. The State Library Commission will assume the responsibility for the accounting of expenditures. In the event that funds for services have been delegated to another institution, the financial responsibility must rest upon a person authorized by law by that institution. Annual reports and audits will be required by the state agency.

4.4 Criteria - participation.

4.41 Criteria, priorities and methods of distribution. Applications for funds approved under this Title must show that the proposed cooperative plan would (1) benefit library users in more than one type of library, (2) provide library service free to all users and free from discrimination, (3) insure maintenance of previous levels of support.

The proposed programs in the applications shall be accepted according to the following priorities:

1. Those that would perform services outlined in the activities described under 4.14.

2. Those that would provide services not now available and that would benefit the most number of library users.

Copies of the state plan shall be made available by mail to all types of libraries in the state and the opportunity to participate shall be made available to them. The plan shall also be published by the State Library.

4.42 Assurance of opportunity to participate. All types of libraries shall be given the opportunity to participate.

4.5 Statewide council. The Advisory Council on Libraries, appointed by the Governor, also serves as the Title III statewide council, and consists of persons representing the following: the state agencies, the public libraries, school libraries, academic libraries, special libraries, library trustees, the state library association and library users. The list of members is as follows:

LSCA

Plan Section 4.5

State North Dakota

Fiscal Year 1970

NORTH DAKOTA ADVISORY COUNCIL ON LIBRARIES

AREA REPRESENTED

Public Libraries	Mr. Richard C. Waddington Librarian Fargo Public Library Fargo, North Dakota 58102
	Mr. Dennis Page Librarian Grand Forks Public Library Grand Forks, North Dakota 58201
Public School Libraries	Mrs. Genevieve Buresh Director of Library Services Department of Public Instruction State Capitol Bismarck, North Dakota 58501
	Mrs. Ruth McMartin Director of Library Service Fargo Public Schools Fargo, North Dakota 58102
Parochial School Libraries	Sister Petronilla Librarian Trinity High School Dickinson, North Dakota 58601
Academic Libraries	Mr. Kilbourn Janacek Librarian North Dakota State University Fargo, North Dakota 58102
Special Libraries	Mr. Liess Vantine Librarian State Historical Society Liberty Memorial Building Bismarck, North Dakota 58501
Rural Libraries	Mrs. J. E. Lassey West Plains Rural Library Williston, North Dakota 58801

LSCA

Plan Section 4.5

State North Dakota

Fiscal Year 1970

Trustees	Mr. Jonathon C. Eaton, Jr. Chairman, Board of Trustees Minot Public Library Box 1697 Minot, North Dakota 58701
	Mrs. William R. Mills Trustee Veterans Memorial Public Library Bismarck, North Dakota 58501
Laymen	Mrs. Abner Larson 1610 South Tenth Fargo, North Dakota 58102
Board of Higher Education	Mr. Kenneth Raschke Commissioner Board of Higher Education State Capitol Bismarck, North Dakota 58501
County Commissioners' Association	Mr. Jerome Dean LaMoure, North Dakota 58458
League of Cities	Mr. Theodore Hardmeyer Mott, North Dakota 58646
North Dakota Library Association	Mr. Donald Gribble University of North Dakota Ellendale Branch Ellendale, North Dakota 58436

LSCA

Plan Section 5.0

State North Dakota

Fiscal Year 1970

5.0 State Institutional library services - Title IV, Part A.

5.1 Policies, objectives and standard for eligibility.

5.11 Policies and objectives. The State Library Commission recognizes a duty to promote and provide library service to all persons in the state. To those who are residents of state institutions special services may need to be provided. Since there is no coordinated plan in operation on the state level for the provision of library service, the immediate objective will be to provide rudiments of library service. The long-range goal will be to provide each institution with library service that meets the national standards according to the type of institution.

5.12 Standard for eligibility. The State Library Commission shall consider an institution eligible for services if it derives at least 50% of its support from state funds according to reports of the State Department of Accounts and Purchases which are published annually, and operates under standards set by the State.

5.2 Criteria - participation.

5.21 Criteria, participation and methods of distribution. The State Library Commission shall adopt responsibility of giving these supplementary library services. Even though the funds of each institution used for library service may be declared as matching funds to secure federal aid, the services provided through the federal funds shall be determined by the state agency after having received the cousel of the Title IVA advisory council in whatever manner as will promote the best library service for the most persons or provide those services that are most urgent. The state agency shall work with the permission of and in cooperation with the administrators and staff of each institution to ascertain what materials and services may best serve the purposes of the institution.

5.22 Assurance of opportunity to participate. All state institutions shall be considered equally eligible for library service, but methods of service may necessarily vary according to their type.

LSCA

Plan Section 5.3

State North Dakota

Fiscal Year 1970

5.3 Maintenance of effort. In order to be eligible for federal funds, expenditures by the State in any fiscal year for state institutional library services shall not be less than such expenditures in the second preceding fiscal year.

In addition, it is the intent of this State Plan to stimulate library improvement in each of the state institutions through increased self-initiative by the institutions.

5.4 Advisory Council. The State Library Commission shall establish an advisory council to assist in the implementation of the library services program with representatives of the following agencies:

The Director of Institutions
The correctional institutions
The institutions for physically handicapped
The institutions for the mentally handicapped
The North Dakota Library Association
The State Department of Health

LSCA

Plan Section 6.0

State North Dakota

Fiscal Year 1970

6.0 Library services to the physically handicapped - Title IV, Part B.

6.1 Policies and objectives. It is the duty of the State Library Commission to promote and provide library service to all the citizens of the state. It recognizes an equal responsibility to those who are physically handicapped to an extent that they cannot use conventional library materials or use printed materials without mechanical aids. It is the goal of the State Library Commission to provide adequate library service to the physically handicapped according to the American Library Association Standards for Library Service to the Blind and the Public Library Standards. To this end the following program shall be established as funds are available:

1. Augment the resources to broaden the program of those agencies and organizations which are already involved in aiding handicapped persons.

2. Establish library centers to administer materials, service and equipment to handicapped persons.

3. Provide special training for personnel to render service.

4. A state-wide advisory council composed of representatives of agencies and organizations for the handicapped work with the State Library to develop and evaluate programs.

There is no law in North Dakota to prohibit participation by any type of public and other nonprofit libraries, agencies, or organizations in the program for Title IV, Part B.

Eligibility for these library services to individuals shall be by written certification in statement form by a competent authority that the person is unable to use ordinary printed materials because of visual deficiency or other physical disability in handling such materials. Any member of the medical or allied professions, professional persons in the fields of public health, education, library service, rehabilitation, social work, and public welfare are considered as competent authorities.

LSCA

Plan Section 6.2

State North Dakota

Fiscal Year 1970

6.2 Criteria - participation.

6.21 Criteria, priorities, and methods of distribution. To receive funds under this title an organization or agency must (1) have a primary purpose of library service or service to the handicapped, (2) render services free of charge and without discrimination according to the Civil Rights Act of 1964, (3) have adequate qualifying matching funds to implement their program.

Evaluation of the applications for funds will be based upon the following priorities:

1. Evidence of need.

2. A plan for serving individuals and providing them with the needed equipment and its maintenance.

3. Value to the state-wide program of service to all in relation to quality and permanence of service.

4. Funds available and size of project.

The plan will be published by the State Library and will be available in all public libraries of the state. Extra copies will be printed for distribution to eligible organizations.

6.22 Assurance of opportunity to participate. All appropriate public or nonprofit libraries, agencies or organizations for the physically handicapped will be encouraged to participate and all applications will be evaluated.

6.3 Maintenance of effort. No library, agency or other organization shall be eligible for funds during any fiscal year in which it expends less for library service to the physically handicapped than it expends in the second fiscal year preceding the year in which it seeks payment from the federal allotment available under Part B of Title IV of the Act.

LSCA

Plan Section 6.4

State North Dakota

Fiscal Year 1970

6.4 Council. The State Library Commission shall establish an advisory council to assist in the implementation of the library services program with representatives from the following agencies:

Public Welfare Board
State Division of Vocational Rehabilitation
Extension Service to the Blind, Rehabilitation Service
Crippled Children's School or Service
North Dakota Easter Seal Society
Special Education, State Department of Public Instruction
North Dakota Library Association

APPENDIX

STATE LIBRARY COMMISSION
BISMARCK, N.D.
58501

NORTH DAKOTA PUBLIC LIBRARY STANDARDS 1970

I. Definition

Public Library is an agency devoted to informal education, permitting an individual to study any subject at any time, to start at any degree of difficulty, proceed at his own pace, work toward a self-determined goal, free of costs and with minimum of institutional restrictions.

II. Governmental Organization

All public libraries shall be established and maintained according to the provisions of the North Dakota Century Code sections 40-38-01-09.

III. Finance

All public libraries shall levy the maximum mill levy permitted by State law each year.

IV. Records and Reporting

All libraries shall maintain adequate records to permit prompt and accurate reporting to their library board and to the State Library Commission.

V. Hours of Service

Each public library shall be open a minimum of five days a week, at fixed times and is to include some evening hours and Saturdays, as follows:

Population served	Minimum hours per week
Under 2,500	15
2,500 - 5,000	20 - 30
5,000 - 10,000	30 - 40
10,000 - 15,000	35 - 45
15,000 - 25,000	40 - 60
25,000 - 50,000	65 - 70

VI. Staff

The quality of public library service is directly dependent upon how well each library maintains high standards for personnel. Each library should have a librarian with the following minimum qualifications or their equivalent and require the librarian and other staff members to attend conferences, workshops, etc. so that he may keep abreast of new ideas and techniques in library service.

Population served	Minimum staff qualifications
Under 2,500	High school degree
2,500 - 5,000	Two years of college
5,000 - 10,000	College degree
10,000 - 25,000	College degree with a major in library science
25,000 - 50,000	Library science degree from an ALA accredited library school

VII. Book Selection Policy

Each public library shall have a written statement of policy covering acquisition and selection of books and include the Freedom to Read statement.

VIII. Library Resources

A. Books

All citizens should have direct access to a regional public library collection of 100,000 volumes and indirect access via interlibrary loan to all the books in our state and the nation. In addition, each community should have a collection of current and useful books as follows:

Population served	Book stock	New books added annually
Under 2,500*	5,000*	500*
2,500 - 5,000	5,000 - 10,000	500 - 1,000
5,000 - 10,000	10,000 - 20,000	1,000 - 2,000
10,000 - 15,000	20,000 - 30,000	2,000 - 3,000
15,000 - 25,000	30,000 - 50,000	3,000 - 5,000
25,000 - 50,000	50,000 - 100,000	5,000 - 10,000

* Communities under 2,500 population should also receive bookmobile service and/or rotating book collection and/or direct mail service from a regional library.

The volumes in the adult collection are expected to range from 67 percent to 75 percent of the entire collection.

Withdrawal

Withdrawal of books no longer useful, worn, or damaged should normally be about 50 percent of the amount of new books added annually.

Cataloging

Books should be cataloged according to the rules of the American Library Association.

Classification

Books should be classified according to the Dewey Decimal system or the Library of Congress system.

B. Periodicals

Each public library should have at least one periodical paid subscription for every 200 population in the area served.

C. Phonorecords

Each public library should have at least one phonorecord for every 20 persons in the area served, and acquire annually at least one phonorecord for every 100 people served.

D. Newspapers

Each public library should provide local papers, regional papers, and national papers.

E. Reference Service

Each public library should provide a collection of reference books, including indexes and bibliographic guides and personnel qualified to service the public's reference requests.

IX. Interlibrary Services

Every public library should provide interlibrary loan service promptly and at no charge to the patron.

X. Physical Facilities

The public library building should offer to the community a compelling invitation to enter, read, look, listen, and learn; should be easy to use; and the structure should be efficient, flexible, and expandable with fixed walls kept to a minimum.

Minimum space requirements are as follows:
(8 vols. per lineal ft.) (1 sq. ft. for every 10 bks.) (30 sq. ft. for each reader)

Population Served	Linear Ft. of Shelving	Amt. of Floor Space for Shelving	Reader Space Sq. Ft.	Staff Space Sq. Ft.	Additional Space Sq.Ft.	Total Floor Space
Under 2,500	650	500	500	300	300	1,600
2,500 - 5,500	650-1,300-	500-1,000	500-700	300-500	700-800	2,000-3,000
5,000 - 10,000	1,300-2,600	1,000-2,000	700-1,200	500-800	1,000	3,200-5,000
10,000 - 15,000	2,600-3,900	2,000-3,000	1,200-1,800	1,000-1,200	1,200	5,400 7,200
15,000 - 25,000	3,900-6,500	3,000-5,000	1,800-5,000	1,200-1,500	1,500	7,500 13,000
25,000 - 50,000	6,500-13,000	5,000-10,000	5,000-10,000	2,500-5,000	2,500-5,000	15,000-30,000

XI. Library Services to the Whole Community

Public library services are for the community as a whole, not limited to any particular group or age. Any local library which provides direct service to schools in the form of bookmobile visits or deposits of classroom book collections and such direct service to schools exceeds 25 percent of the library's total service, shall not be deemed a public library regardless of its government organization and source of finance.

State Library Commission, Liberty Memorial Building, Captiol Grounds, Bismarck, North Dakota 58501

APPLICATION FOR A SUBSIDY FOR UNDERGRADUATE WORK IN LIBRARY SCIENCE

Upon application and approval, the State Library Commission will provide upon successful completion a subsidy for undergraduate work in library science in the amount of $15.00 for each quarter hour credit received.

The applicant must be employed in a public library in North Dakota and must give assurance of continued employment in a public library in North Dakota for a period of one year after receiving a subsidy.

1. NAME IN FULL _____ DATE _____

2. ADDRESS _____ TELEPHONE _____
(St. & No. or rural Rt.)(City, State & Zip)

3. PERSONAL DATA: Date of Birth _____ Place of Birth _____

Marital Status _____ Weight _____ Height _____ Physical Limitations _____

4. SCHOOL WHICH I PLAN TO ATTEND _____ SEMESTER _____

5. NAME OF LIBRARY COURSE _____ CREDIT HOURS _____

6. PREVIOUS EDUCATION:

	Location	Date of Attendance	Degree
High School			
College			

7. WORK EXPERIENCE _____

_____ Salary _____

_____ Salary _____

8. LIST TWO REFERENCES (At least one librarian) WHO KNOW YOU:

_____
(name) (address)

_____
(name) (address)

9. If awarded a North Dakota State Library Commission subsidy, I agree to work in a North Dakota public library for one year immediately following completion of my library science course.

Signature _____

10. APPROVED:

_____ DATE
State Librarian

11. This application is to be sent to the Director of the State Library Commission. When approved, a copy will be sent to the student who will then present it to the instructor at the school of his or her choice.

At the close of the session, the instructor will return the copy to the Director giving the following information regarding this student to determine whether a subsidy is to be granted and the amount. A check for amount granted will then be sent to the student.

NAME OF COURSE	DATE GIVEN	CREDIT HOURS EARNED	GRADE

Signed _____
Instructor of Library Science

NORTH DAKOTA STATE LIBRARY COMMISSION

APPLICATION FOR STUDY GRANT FOR THE PURPOSE OF OBTAINING A MASTER'S DEGREE IN LIBRARY SCIENCE FROM A GRADUATE LIBRARY SCHOOL

(Please print or type all answers; use back of form for additional space.)

1. NAME IN FULL_____ DATE_____

2. PRESENT ADDRESS_____ TELEPHONE_____
(St. & No. or Rural Rte.)(City, St. & Zip)

3. PERMANENT ADDRESS_____ TELEPHONE_____
(St. & No. or Rural Rte.)(City, St. & Zip)

4. DATE I PLAN TO ENTER LIBRARY SCHOOL:_____

5. LIBRARY SCHOOL WHICH I PLAN TO ENTER:_____
(Note: A statement from this school, confirming your acceptance, must accompany this application.)

6. SCHOOLS ATTENDED:

	Location	Dates of Attendance	Degree
High School			
Colleges			

Major subjects_____

Minor subjects_____

College Grade Point Average (on a 4.00 scale)_____

7. WORK EXPERIENCE: (List in chronological order jobs or positions and employers and addresses. Include all library experience)(last 3 Yrs.)

8. PERSONAL DATA: Date of Birth_____ Place of Birth_____

Marital Status_____ U.S. Citizen Yes_____ No_____

Weight:_____ Height:_____ Physical Limitations_____

9. COLLEGE EXTRA-CURRICULAR ACTIVITIES: _____

_____

10. COLLEGE OR UNIVERSITY HONORS RECEIVED: _____

_____

_____

11. ASSOCIATION AND ORGANIZATIONAL AFFILIATIONS: _____

_____

12. OFFICES HELD IN ABOVE: _____

13. LIST THREE REFERENCES (AT LEAST ONE LIBRARIAN) WHO KNOW YOU:

_____ _____
(Name) (Address)

_____ _____
(Name) (Address)

_____ _____
(Name) (Address)

14. STATE BRIEFLY WHY YOU WOULD LIKE TO BE A LIBRARIAN:

15. HOW DID YOU BECOME INTERESTED IN A LIBRARY CAREER:

16. BRIEFLY DESCRIBE ANY EXPERIENCE IN LIBRARY WORK:

17. WHAT FIELDS OF READING INTEREST YOU:

18. If awarded a North Dakota Library Commission Study Grant, I agree to work in a North Dakota Public Library for two years immediately following my graduation from Library School.

_____
(Signature)

THE STUDY GRANT FOR GRADUATE DEGREE IN LIBRARY SCIENCE

WHEREAS, the undersigned has accepted a study grant of_____ offered by the North Dakota State Library Commission, under funds from the Library Services and Construction Act, and

WHEREAS, the purpose of such a study grant is to encourage well-qualified people to enter professional work in public libraries in North Dakota,

NOW, THEREFORE, in consideration of the payment of money under the study grant, the undersigned agrees to complete his education leading to a library science degree and immediately upon graduation to accept professional employment in a North Dakota public library if such employment is available. If the undersigned, for reasons within his control, fails to complete the course of study leading to a library science degree, or fails to accept employment in a North Dakota public library for the two years following graduation, he agrees to repay the North Dakota State Library Commission the amount of money expended on his study grant within two years, with the first installment due one month after the contract has not been fulfilled. Repayment shall be based upon the 24-month work period being equated to the total amount of the study grant.

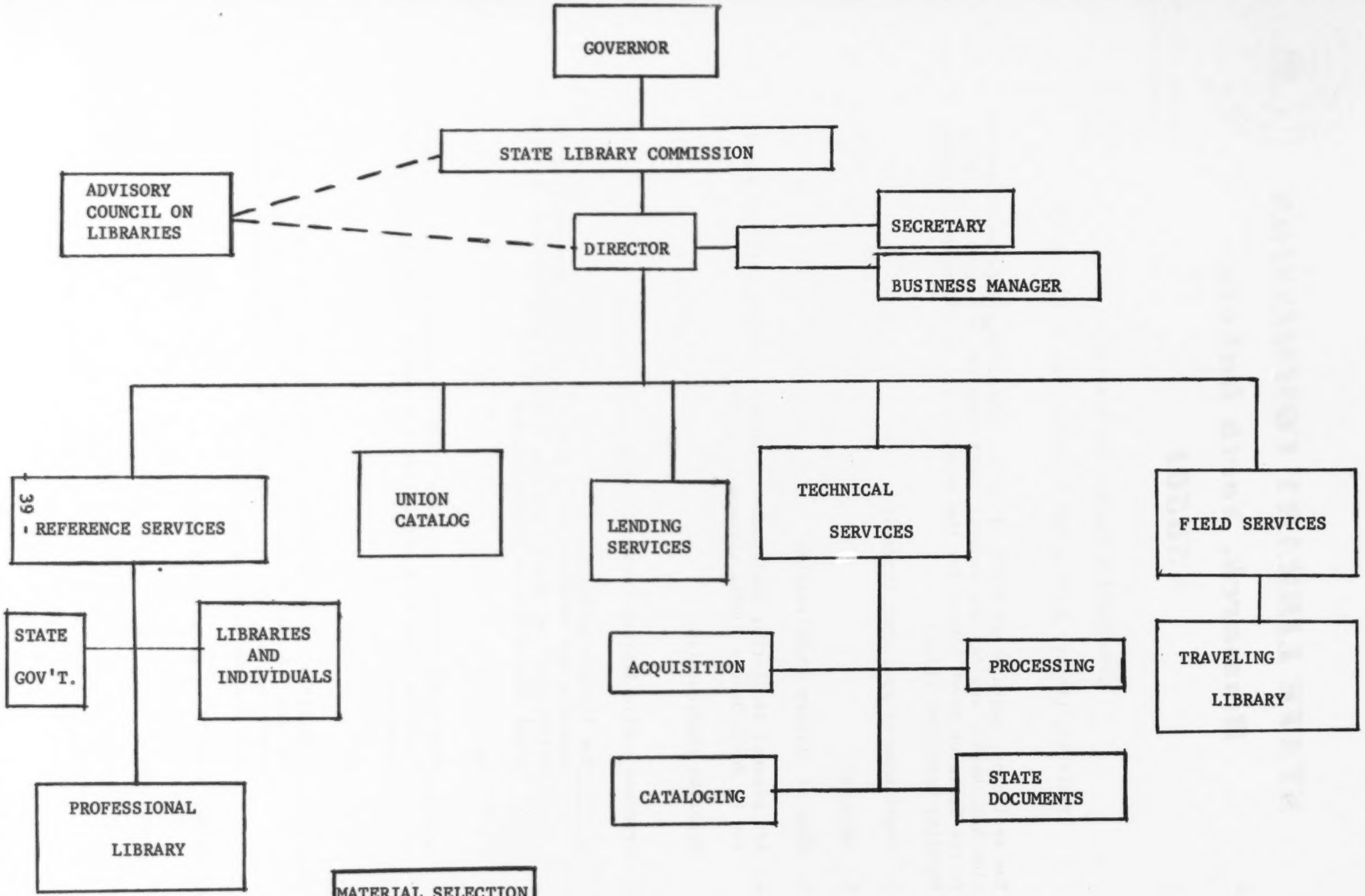
IN WITNESS WHEREOF, the parties hereto have set their hands and seals this_____day of_____19__.

In Presence Of:

_____ _____
Study Grant Recipient

In Presence Of:

_____ _____
Director, North Dakota
State Library Commission



MATERIAL SELECTION COMMITTEE

Director, Chairman
Reference Head
Technical Head
Union Catalog Head
Lending Head

PHONE:
INFORMATION
224-2490
UNION CATALOG
224-2491
DIRECTOR
224-2492

STATE LIBRARY COMMISSION
Bismarck, North Dakota
58501

RICHARD J. WOLFERT
State Librarian

Construction Project Application

Title II, Library Service and Construction. P.L. 88-269

The applicant, pursuant to Title II of the Library Services and Construction Act, hereby applies for Federal funds from the allotment available to the State of North Dakota for the construction of the public library facility described below.

1. Legal name of applicant library:

2. Address:

3. Name of library administrator:

4. Are present facilities inadequate to develop library services according to North Dakota Public Library Standards?

   Describe inadequacies:

5. Proposed public library construction project will be:

   _____ New library building.
   Describe new construction planned. Identify any existing facility, if any, which is to be replaced and indicate the proposed disposition of such facility.

   or

   _____ Expansion, remodeling, alteration of existing public library building. Describe the nature and extent of additions or alterations.

   or

   _____ Acquisition of an existing building to be used for a public library. Attach a statement by a registered architect or a structural engineer certifying the building structural soundness for use as a public library.

6. Attach a building program statement.

7. Architect: Name:
Address:

8. Status of plans:
(attach copies)

9. Status of site:
Paid option on site?_____Title obtained?_____
Describe site:

10. Estimated cost. (The costs estimated below should be the total costs of the project for which this application is submitted.)

1.	Architect's fees	$_____
2.	Site acquisition	$_____
3.	Contracts for new construction	$_____
4.	Contracts for expansion, remodeling & alteration of existing buildings	$_____
5.	Equipment	$_____
6.	Other	$_____
	TOTAL	$_____

11. Public funds now available. (specify source) $_____

12. Source and estimate of additional non-federal funds to become available.

$_____

13. Federal share of cost required. $_____
Amount of federal funds allowed for each project is to be determined by the State Library Commission according to the criteria listed in the State Plan for each project and the money available.

14. Estimated beginning date of construction:

15. The applicant hereby gives assurance to the State agency:

1. Administration of construction will be under the supervision of the State agency.
2. All funds will be expended solely for the purpose for which granted.
3. That the project will be audited by a certified public accountant or a State auditor.
4. That the State Librarian, with the advice of the State Architect, will review and approve specifications and plans.
5. That before the project is advertised for bid, the State Librarian will review bid documents for required inclusion of wage determination and compliance with federal wage and non-discrimination regulations.
6. Construction contracts will be entered into within 12 months after approval of application and completed within 24 months after the start of construction.
7. Laborers and mechanics employed by contractors or subcontractors shall receive wages at rates not less than those determined by the U. S. Secretary of Labor, in accordance with the Davis-Bacon Act, Copeland Act and Contract Work Hour Standards Act.
8. The actual construction work will be performed by the lump sum (fixed price) contract method. Contract will be awarded to the responsible bidder submitting the lowest acceptable bid.
9. Progress reports will be submitted periodically to the State Library Commission.
10. Library construction will meet the North Dakota Public Library Standards.
11. Service made possible by new library facility will be adequately supported by local funds.
12. The new library facility will continue to be devoted to public library purpose for a period of twenty years at least.
13. The Public Library will comply with all regulations in accordance with Title VI of the Civil Rights Act of 1964.
14. The Public Library will comply with Executive Order 11296 relating to the evaluation of flood hazards.
15. That the proposed library facility will be designed to permit easy access by the physically handicapped.

This application was read and approved by members of the Public Library Board at a legal meeting on _____, 197_.

Present were: _____

_____

_____

_____

_____

Signed _____
Chairman

Signed _____
Librarian

PHONE:
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224-2490
UNION CATALOG
224-2491
DIRECTOR
224-2492

STATE LIBRARY COMMISSION
Bismarck, North Dakota
58501

RICHARD J. WOLFERT
State Librarian

STATE-FEDERAL REQUIREMENTS FOR PARTICIPATION IN L.S.C.A.
TITLE II, PUBLIC LIBRARY CONSTRUCTION

A. During planning period:

1. Applicant will submit to the State Library Commission the properly completed U. S. Department of Labor form WLSA (DB)-12, "Contractor's Report of Construction Wage Rates", by at least three contractors in the wage area of the construction project. Form WLSA (DB)-12 together with Form (DB)-11, Request for Determination must be submitted at least 120 days before the planned date for bid advertising.

2. Applicants will insert in the Invitation-for-Bid documents the following items:

   a. The current Federal Wage Rate Decision.

   b. Form HEW 514, Department of Health, Education, and Welfare requirements for Federally assisted construction contracts regarding labor standards and equal employment opportunity.

3. Applicants located within areas which have area-wide agencies designated to perform metropolitan or regional planning for the area which within the project would be located shall submit plans for review to such Planning Commission prior to the submission to the State Library Commission. Any comments or recommendations by the Planning Commission shall be attached to the application, accompanied by a statement from the applicant that such comments or recommendations were taken into consideration prior to formal submission of the application. (Source: Bureau of Budget, Circular No. A-95, dated July 24, 1969.)

4. Applicant shall certify to the State Library Commission either: 1) that the project site is not within a "one in one-hundred years" (1%) flood plain according to records kept by the U. S. Army Corps of Engineers; or, 2) that the proposed building will be "flood proofed" using techniques shown in Introduction to Flood Proofing: An Outline of Principles and Methods by John R. Sheaffer, Center for Urban Studies, The University of Chicago, April, 1967. If the project building is to be flood-proofed, final working drawings shall be submitted, at the expense of the applicant, for evaluation by an independent registered engineer approved by the State Library Commission. After such evaluation, plans shall be re-submitted to the State Library Commission, accompanied by a copy of the evaluation, for approval. (Source: Executive Order 11296, dated August 10, 1966.)

5. Applicant shall certify to the State Library Commission that the project fulfills provisions to make the building accessible to the physically handicapped using standards as outlined in American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped, American Standards Association, October 31, 1961. (Source: Federal Register, Vol. 32, No. 32, February 16, 1967. P. 2949.)

B. During construction period:

1. Applicant shall require successful contractor(s) to submit a written plan of affirmative action outlining their policies and goals in regard to the employment of members of minority groups. (Source: Title VII of the Civil Rights Act of 1964 and Executive Order 11246, effective October 24, 1965.)

2. Applicant shall be responsible for reviewing copies of payrolls submitted weekly by the contractor(s). The payroll form to be reviewed should contain the following information for each employee:

   a. Name.

   b. Address (required on the payroll for the first week during which the employee was employed and on such subsequent payrolls as may be necessary to provide a current address for the duration of his employment on the project).

   c. Classification (which must be among those appearing on the applicable wage determination with a wage rate not less than that shown on the determination for the classification).

   d. Daily and weekly hours worked, by classification.

   e. Deductions taken and fringe benefits credited by name.

   f. Net pay.

   g. Signature, title and certifications of the contractors (or his authorized representative paying or supervising the paying of the laborers and mechanics).

In addition, adequate payroll review should cover systematic spot-checking for the following information, discrepancies in which will be considered a basis for requesting the contractor to make appropriate corrections or for initiating a compliance investigation.

   a. Ratio of apprentices to journeymen mechanics.

   b. Classification, and ratios of men employed in each classification, which would be appropriate for the performance of the work according to the progress of the construction.

   c. Mathematical computations.

   d. Unusual and recurring patterns of employment relative to hours worked in more than one classification by an individual employee.

e. Evidence of registration of apprentices shown on the payrolls.

For payroll review to be effective as a compliance aid, it must be made on payrolls of contractors and sub-contractors submitted for the first week in which they employ a full or nearly full complement of laborers and mechanics and at least at monthly intervals thereafter until the conclusion of construction work. (Source: Supplement on Labor Standards Requirements, U. S. DHEW, Office of Education, Office of Construction Service, March, 1969, revised June, 1969.)

3. Applicant shall be responsible for implementation of on-site labor standards compliance interviews and, when necessary, investigations of alleged violations by contractors. On-site labor standards interviews should be made monthly during the course of construction, preferably during the period when the greatest number of laborers and mechanics are employed. At the time of labor interviews, inquiry should be made regarding such items of information as job classification, hourly rate of pay, whether classification reflects duties actually being performed, use of tools or equipment in performance of duties, overtime worked on daily and weekly basis, and, in case of apprentices, evidence of registration in approved apprenticeship program. A reasonable number of employees should be interviewed among the various crafts employed, and there should be a cross-checking of the information obtained against the work actually being performed, the payroll records, and the wage determination posted at the job site.

   Investigations, as distinguished from interviews, are required when information has been received which indicates the possibility of wage underpayments or other violations. (Source: Supplement on Labor Standards Requirements, U.S. DHEW, Office of Education, Office of Construction Service, March 1969, revised June, 1969.)

4. Applicant shall be responsible for requiring contractor(s) planning to use apprentices on a construction project to obtain written evidence of registration of such employees in a program registered by a State apprenticeship agency which is recognized by the Bureau of Apprenticeship and Training, U. S. Department of Labor. If no such agency exists within a State, an apprentice must be enrolled under a program registered with the Bureau of Apprenticeship and Training U. S. Department of Labor, Washington, D. C. The contractor will then submit to the Applicant this evidence of registration, together with evidence of the established apprenticeship-journeyman ratios and wage rates in the project. This data will be maintained by the Applicant with the payroll records. (Source: Executive Order 11296, dated August 11, 1966 and Federal Register, Vol. 32, February 16, 1967, p. 2949.)

5. Applicant shall reimburse the Federal Government in the amount of their federal grant in the case that the project building, after completion, does not continue to be operated as a public library under the provision of the North Dakota Century Code. (Source: Federal Register, Vol. 32, No. 32, February 16, 1967, p. 2949.)

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STATE LIBRARY COMMISSION
Bismarck, North Dakota
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RICHARD J. WOLFERT
State Librarian

OUTLINE FOR BUILDING PROGRAM STATEMENT

Planning of all public library buildings and quarters or renovation of old structures, should start with a written statement covering objectives, activities, and requirements before even preliminary plans are drawn. The program statement should state as comprehensively as possible predictions of library growth and changing community patterns, the specific needs of the library, and it should outline in detail the necessary areas, their space requirements, relationships, and functions within the building, and should chart generally the type and nature of furnishings and equipment.

Under the provisions of the State Plan for the use of Library Services and Construction Act funds in North Dakota, all applicants must develop and submit a comprehensive building program statement to the State Library Commission along with the application for a building grant.

OUTLINE

A. The Need for Improved Library Facilities

1. Include evidence that the proposed building will be located in an area which is without library facilities or has inadequate physical facilities.

2. Show evidence of need for an improved building facility in order to meet North Dakota Public Library Standards.

3. Describe how the proposed library building is related to long-term planning by the Library Board and local or regional Planning Officials.

4. Outline the proposed improvement in library services which will be made possible with a remodeled or new building.

5. State the library's philosophy of service; i.e., what are the objectives of the library?

B. Location of the Facility

1. Include a legal description of the site.

2. Describe the site on which the building will be located in terms of:

a. size as it relates to the proposed service

b. location as it relates to the accessibility to library users

c. suitability as it relates to the community planning and development

d. orientation: Which street does the building face? Which direction? How far from street?

e. access to the site

3. Show location of the building by sketches and/or maps. Show the relationship to streets, other buildings and the community as a whole.

C. The Community to be Served

1. Population - using latest census reports and other surveys describe the nature of the population--age, sex, educational level, vocational factors, and mobility or stability.

2. Government and Economics -

a. Describe the type of government, assessed or equalized valuation, and other factors to reflect economic conditions of the municipality county or counties in which the library is located.

b. Describe the governmental and economic characteristics of the surrounding area which is now or may be in the future a part of the public library or public library system.

3. Educational and Cultural Resources--Describe number and type of schools, colleges, universities, vocational and business schools, museums, etc. Indicate their location and other relationships to the proposed library.

4. Other--Include other significant characteristics of community to be served.

D. The Present Library Service(s), in brief.

Provide number of full-time staff members, the book/periodical/film/microfilm/record collection, and other pertinent library statistics.

E. The Proposed Library Facility and Services

1. Give general statement of services proposed for children, youth, and adults. Indicate interdepartmental relationships. Outline special requirements for cooperative services with other libraries.

2. Give number of staff to be employed, books and bound volumes of periodicals to be housed, audio-visual resources, pamphlets and other non-book materials, and readers to be seated.

3. Discuss the provisions to be made for the future expansion of the building.

READING LIST

Following is a selected list of books and articles to aid in the development of a program statement. All these may be borrowed from the State Library Commission.

American Library Association, Buildings Committee, "Planning a Public Library Building, the Major Steps." Ed. by Hoyt Galvin. ALA, 1955.

American Library Association, "Library Buildings and Equipment Institute, Guidelines for Library Planners." Ed. by Keith Doms and Howard Rovelstad. ALA, 1960.

Bamberger, J. H., "Program Planning--a Plague and a Problem," Maryland Libraries XXXIX (Winter, 1963), 7-8.

Carman, S. B., "Preparing a Program for the Design of a Library Building," Minnesota Libraries XX (June 1962), 163-165.

Castagna, Edwin and Blanch Collins, "Notes on Problems in Library Building Planning," News Notes of California Libraries LI (October 1956), 487-491.

Covey, Alan D., "From Program to Preliminary Planning," News Notes of California Libraries LII (July 1957), 535-539.

Doms, Keith., "Public Library Buildings," Local Public Library Administration. Ed. by Roberta Bowler. Chicago, International City Managers Association, 1964.

Eastlick, John T., "The Librarian's Greatest Challenge," Library Extension Division, New York State Library, 1962.

Klausner, Margaret, "The Library Program--Its Purpose and Development," News Notes of California Libraries LII (July 1957), 523-534.

McClarren, Robert R. and Thompson, Donald E., "Architectural Checklist," Library Journal, December 1, 1966.

Martin, Allie Beth. "The Library Building Program," Wilson Library Bulletin, January 1967.

Mason, Ellsworth. "Writing a Building Program," Library Journal, December 1, 1966.

Metcalf, Keyes D., "Planning Academic and Research Library Buildings." New York, McGraw-Hill, 1965.

Myller, Rolf, The Design of the Small Public Library. R. R. Bowker, 1966.

Noakes, E. H., "Making Libraries Usable," Wilson Library Bulletin, May 1966.

North Dakota. State Library Commission. North Dakota Public Library Standards. Bismarck, 1970.

Public Library Association. Interim Standards for Small Public Libraries: Guidelines Toward Achieving the Goals of Public Library Service. Chicago, American Library Association, 1962.

Reece, E. J., "Library Building Programs, How to Draft Them," College and Research Libraries XIII (July 1962), 198-211.

Wheeler, Joseph L. and Githens, Alfred Morton. The American Public Library Building. Chicago, American Library Association, 1941.

Wheeler, Joseph L., "The Small Library Building," Number Thirteen in the Small Library Project Series. Chicago, American Library Association. Library Administration Division. 1963.

Wisconsin Library Bulletin. Library Buildings and Facilities issue (May - June 1967).